

10 FEB 1958

MEMORANDUM FOR: Chief, Personnel Procurement Division
Chief, Personnel Assignment Division
Chief, Records and Services Division
Special Assistant to the Director of Personnel

SUBJECT: Reimbursement of Travel Expenses to Appointees

REFERENCE: Director of Personnel Special Memorandum No. 21,
same subject, dated 6 April 1957, paragraph 5b

Paragraph 5b of referenced memorandum is amended to read as follows:

Travel orders will also be required for cases described in paragraph 4b. The Special Assistant to the Director of Personnel will initiate the Travel Order, noting thereon the sponsoring office. Office of Personnel travel order numbers and allotment symbol 8-6513-10-000 will be used. Certification as to the availability of funds will be made by the Office of Personnel Budget Officer, who will also initiate an adjustment voucher to charge the sponsoring office for the travel as appropriate. The approval line will be left blank for signature in the office of Director of Personnel.

W Gordon M. Stewart

Gordon M. Stewart
Director of Personnel

D/Pers SM : 21

Released by: [REDACTED]

STATINTL

Date: 10 FEB 1958

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